

## Residential Parking Permit Procedure for Residents

The residential parking permits are valid for 12 months. July is the month to reapply for your permits for the year. It is ***your*** responsibility to have them reissued.

1. Initially an application form must be filled out. (See below) You may obtain the application at the Burlington Police Department in the Community Resource Division. Once an application is submitted, you will need only to call or come by for the next year's stickers. If you acquire another vehicle, sell or trade one that has previously been logged, or if you change the license tag number, please contact 229-3550 or come by the Police Department so the files can be updated and a new parking permit for your vehicle(s) issued.
2. Parking stickers will be issued to qualifying residents. The stickers must then be displayed in the ***rear*** windshield on the driver's side.
3. Two guest passes will be issued to each residence. Exceptions will be for multifamily residences such as an apartment in the back or a duplex.
4. If either a residential parking permit or guest passes are misplaced, there is a \$5.00 replacement fee.
5. If the permits or passes are not used as intended, allow residents to park in front of their homes, permits will be revoked and the parties misusing them will be subject to a \$25.00 fine.
6. In the event that you are having a party, reception, etc. you are required to contact the Burlington Police Department at 229-3550 at least five days prior to the event. If this is not complied with, the vehicles parked in front of your residence may be subject to a \$25.00 parking violation.
7. If you have any questions, you may contact the Burlington Police Department at 229-3550 between 8:00 AM and 5:00 PM Monday through Friday.

Thank you for your cooperation in this matter.

## Residential Parking Permit

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Verification Type:

NCOL \_\_\_\_\_ Lease Agreement \_\_\_\_\_

Utility Bill \_\_\_\_\_ Tax Statement \_\_\_\_\_

Vehicle Registration \_\_\_\_\_ Other \_\_\_\_\_

Vehicle # 1 \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ ID # (parking sticker #)

Vehicle # 2 \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ ID # (parking sticker #)

Vehicle # 3 \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ ID # (parking sticker #)

Guest # 1 \_\_\_\_\_ ID # \_\_\_\_\_ Guest # 2 \_\_\_\_\_ ID # \_\_\_\_\_  
(To be completed by BPD personnel)

Complete the top portion and vehicle information. Bring this completed form along with one of the verification types listed above to the Burlington Police Department at 267 W. Front Street Monday through Friday between 8:00 am. and 5:00 pm. If you have questions, contact Carol Bellamy at 336-229-3550 (desk), 336-229-3164 (fax), or email [cbellamy@ci.burlington.nc.us](mailto:cbellamy@ci.burlington.nc.us).